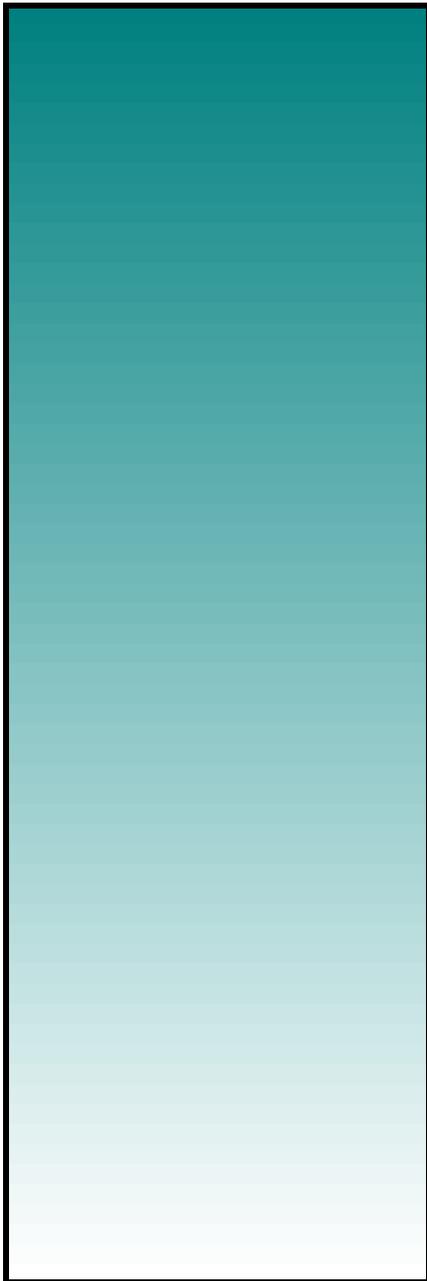




OJP

Violence Against Women Office



Grants to
State
Sexual Assault
and
Domestic Violence
Coalitions Program

Fiscal Year 2001 Application Guidelines

APPLICATION DEADLINE:
July 9, 2001

Office of Justice Programs
World Wide Web Homepage:
<http://www.ojp.usdoj.gov>

Violence Against Women Office
World Wide Web Homepage:
<http://www.ojp.usdoj.gov/vawo>

How to Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS on page 1 of this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Applications will be accepted immediately but must be received no later than July 9, 2001.

Please Note: Agency policy requires that all applicants submit their applications electronically in order to be considered for a grant under the Grants to State Sexual Assault and Domestic Violence Coalitions Program. However, if the applicant notifies the Agency in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, the Agency may, in its discretion, allow submission of the application through the U.S. Mail and other carriers. Applicants must continue their efforts to submit their applications electronically. An application approved for submission in hard copy/paper version will only be accepted if postmarked no later than the date of the application deadline.

Please Note: Final applications will only be accepted through our on-line applications system **unless the applicant receives prior approval in writing from the Violence Against Women Office to submit the application through the U.S. Mail and other carriers.** Written approval to submit an application in hard copy will only be granted consistent with the policy described above.

FY 2001 Grants to State Sexual Assault and Domestic Violence Coalitions Program Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

Step One: Submit the following information online through GMS:

See Quick-Start Guide

- G Application for Federal Assistance (SF-424)
- G Certifications/Assurances
Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G Project Narrative
Note: Submit online as an attachment.
- G Budget Narrative
Note: Submit online as an attachment and include the Budget Detail Worksheet as part of this attachment.
- G Other Program Attachment
Note: Submit online as an attachment.

Step Two: Fax the following required document:

This document is not included in GMS and must be faxed to OJP as part of your application. The document must be faxed to both 202/305-2589 and 202/354-4147.

Important: Please include the program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If applicants have an electronic version of any of this document, please submit it online as an "Other Program Attachment."

- G Letter of Nonsupplanting
Note: See Administrative Requirements - Supplanting Prohibition on page 6.

Due Date

All materials must be received by 5:30 pm (EST) on July 9, 2001.

Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.

Contents

GMS Quick Start Guide	1
Background	2
Scope of Program	3
Eligibility for Funds	4
Availability of Funds	4
Program Guidelines	6
Administrative Requirements	6
Reporting Requirements	8
Suspension or Termination of Funding	9
Application Content	9
SF 424 Instructions <i>(Please note: the SF 424 form is included in this application for reference only, as it will be completed online through GMS).</i>	Appendix A
Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement <i>(Please note: you will be signing off electronically on these assurances and certifications through GMS)</i> ...	Appendix B
Budget Detail Worksheet and Sample Budget	Appendix C
Funding Eligibility for State Sexual Assault Coalitions	Appendix D
Funding Eligibility for State Domestic Violence Coalitions	Appendix E
Single Points of Contact	Appendix F
State Agencies Administering the STOP Violence Against Women Formula Grants	Appendix G
State Agencies Administering the Byrne Formula Grants	Appendix H

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ◆ **Step 1.** Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. **An online GMS Application Procedures Handbook is available on this page**, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.

- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must pick the Grants to State Sexual Assault and Domestic Violence Coalitions Grant Program solicitation and begin working on it so that your registration will be sent to the Violence Against Women Office. You will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 / Application for Federal Assistance* and attach and upload your program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through **GMS** must be faxed to both (202) 305-2589 and (202) 354-4147. You must include your GMS application number and the Program title of the VAWO program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

**If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

Background

Since the Violence Against Women Act (VAWA) was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies within local communities address victim safety and offender accountability. State sexual assault coalitions and state domestic violence coalitions have played a critical role in the implementation of VAWA, serving as a collective voice of victims and survivors of sexual and domestic violence and promoters of social change to end violence against women through collaboration with federal, state, and local organizations. In the Violence Against Women Act of 2000, Public Law 106-386, Congress authorized the Attorney General to award grants to state sexual assault and domestic violence coalitions. The Grants to State Sexual Assault and Domestic Violence Coalitions Program is intended to provide federal financial assistance to state coalitions to support the coordination of state victim services activities, and collaboration and coordination with federal, state, and local entities engaged in violence against women activities.¹

Statewide sexual assault and domestic violence coalitions began to emerge in the mid-to-late 1970's and were a direct outgrowth of the anti-rape movement and battered women's movement. Statewide sexual assault coalitions provide direct support to member rape crisis centers through funding, training and technical assistance, public awareness, and public policy advocacy. Statewide domestic violence coalitions provide comparable support to member battered women's shelters and service providers. In a small number of states and territories, these support services are provided through one dual sexual assault and domestic violence coalition. In a few other states, multiple state sexual assault and/or domestic violence coalitions exist. This solicitation provides program and application guidelines for FY 2001 grants awarded under the Grants to State Sexual Assault and Domestic Violence Coalitions Program. Eligibility under this Program is statutorily defined. Please refer to Appendix D for a complete list of eligible state sexual assault coalitions, and Appendix E for a complete list of eligible state domestic violence coalitions. For dual coalitions, please refer to both lists to determine full eligibility.

¹ Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not show that males experience comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

SCOPE OF PROGRAM

Congress has appropriated a combined \$10.4 million for the Grants To State Sexual Assault and Domestic Violence Coalitions Program for Fiscal Year 2001: \$5.2 million for state sexual assault coalitions; and \$5.2 million for state domestic violence coalitions. The scope of the Grants to State Sexual Assault and Domestic Violence Coalitions Program has been defined by statute as set forth below.

Funds may be used to:

- ◆ Coordinate state victim services activities; and
- ◆ Collaborate and coordinate with federal, state, and local entities engaged in violence against women activities.

Grant funds may be used for, but are not limited to, the following activities relating to the implementation of the Violence Against Women Act:

- ✓ providing technical assistance to member agencies
- ✓ expanding the technological capacity of coalitions and/or member programs
- ✓ developing or enhancing appropriate standard of services for member programs, including culturally appropriate services to under-reached populations
- ✓ conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives
- ✓ bringing local programs together to identify gaps in services and to coordinate activities
- ✓ encouraging the representation of under-served populations in coordination activities, including the provision of scholarship funding to under-served communities to participate in planning meetings, taskforces, committees, etc.
- ✓ engaging in activities that promote coalition building at the local and/or state level
- ✓ coordinating Federal, State and/or local law enforcement agencies to develop or enhance strategies to address identified problems
- ✓ engaging in systems advocacy to effect policy and/or procedural change in order to improve institutional responses to domestic violence and sexual assault

Grant funds may not be used for certain activities. Prohibited activities include, but are not limited to, the following:

- ✓ engaging in lobbying-related activities, including the development and/or distribution of materials and travel to a state or national meeting for the sole purpose of lobbying (*This prohibition pertains to federal, state, local, and tribal lobbying.*)

- ✓ sub-contracting grant funds to member programs for the provision of direct services
- ✓ hiring a grant writer or paying any portion of staff salary for this purpose
- ✓ addressing child abuse outside the context of domestic violence and/or sexual assault

ELIGIBILITY FOR FUNDS

Eligible grantees for this Program are delineated below:

State Sexual Assault Coalitions

- ◆ Awards will be made to each state sexual assault coalition, the coalition for the District of Columbia, and the coalition for the Commonwealth of Puerto Rico, as determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. 280b et seq). (Please see Appendix D for complete list of eligible coalitions.)
- ◆ For the Territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands, sexual assault coalitions will receive one quarter of the 1/54 allocation for the combined territories.

State Domestic Violence Coalitions

- ◆ Awards will be made to each state domestic violence coalition, the coalition for the District of Columbia, and the coalition for the Commonwealth of Puerto Rico, as determined by the Secretary of Health and Human Services through the Family Violence Prevention and Services Act (42 U.S.C. 10410 et seq). (Please see Appendix E for complete list of eligible coalitions.)
- ◆ For the Territories of the American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands, domestic violence coalitions will receive one quarter of the 1/54 allocation for the combined territories.

Dual coalitions that appear on both of the above mentioned lists will receive the combined allocation for the state. A dual coalition which appears on only one of these lists must use its allocation for the subject for which it is eligible. For example, if a dual coalition is eligible to receive grant funding as a domestic violence coalition, it must focus its grant funded activities on domestic violence.

AVAILABILITY OF FUNDS

Congress has appropriated \$5.2 million for State Sexual Assault Coalitions. Eligible sexual assault coalitions for each state, the District of Columbia, the Commonwealth of Puerto Rico, and

the combined Territories of the United States, will each receive an amount equal to 1/54 of the total amount available under Grants to Combat Violent Crimes Against Women in FY 2001.

Congress has appropriated \$5.2 million for State Domestic Violence Coalitions. Eligible domestic violence coalitions for each state, the District of Columbia, the Commonwealth of Puerto Rico, and the combined Territories of the United States, will each receive an amount equal to 1/54 of the total amount available under Grants to Combat Violent Crimes Against Women in FY 2001.

Types of Applicants

Applicants must be eligible state sexual assault coalitions, state domestic violence coalitions, or designated victim service programs (see Appendix D and Appendix E for a complete list of eligible applicants).

For the combined Territories of the United States Only (American Samoa, Guam, Northern Mariana Islands, Virgin Islands): Sexual assault and/or domestic violence coalitions identified in Appendix D and/or Appendix E are eligible to apply for funding. The Office of Justice Programs will consider awarding a planning grant within each of the territories that do not currently have an active sexual assault and/or domestic violence coalition. The purpose of such a planning grant would be to assist in the development of a sexual assault and/or domestic violence coalition in the particular territory. Planning grant applicants must be non-profit, nongovernmental victim services programs or victim advocacy organizations and must meet the following criteria in order to be eligible for funding:

- Victim services programs and victim advocacy organizations must have, as one of their primary purposes, to provide services to victims of sexual assault, domestic violence, or dating violence.
- Victim services programs and victim advocacy organizations must demonstrate an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault and stalking crimes.
- Victim services programs and victim advocacy organizations must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.
- Victim services programs and victim advocacy organizations must not engage in activities that compromise victim safety.

Award Amount

Awards in the amount of \$96,296.00 will be made to the eligible sexual assault coalition in each state, the District of Columbia, and the Commonwealth of Puerto Rico. Awards in the amount of \$24,074.00 will be available for each of the combined Territories of the United States (American Samoa, Guam, Northern Mariana Islands, Virgin Islands).

Awards in the amount of \$96,296.00 will be made to the eligible domestic violence coalition in each state, the District of Columbia, and the Commonwealth of Puerto Rico. Awards in the amount of \$24,074.00 will be available for each of the combined Territories of the United States (American Samoa, Guam, Northern Mariana Islands, Virgin Islands).

States with eligible dual sexual assault and domestic violence coalitions will receive the combined allocation for the state. Dual coalitions must ensure an equitable distribution of funds to sexual assault and domestic violence related activities.

Award Period

The award period for these grants will be 12 months.

Application Due Date

Applications for State Coalitions grants for fiscal year 2001 will be accepted immediately but no later than 7/9/01.

Contact

For additional information, please contact Susan Williams, Program Administrator for the Grants to State Sexual Assault and Domestic Violence Coalitions Program, at (202) 616-3851.

PROGRAM GUIDELINES

Coordination with STOP Formula Grant Program and Other Federal Efforts

Applicants are required to submit a copy of their applications to the State agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether this project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices G and H, respectively.

Violence Against Women Office Technical Assistance Program

Grant recipients must agree to work closely with VAWO staff and technical assistance providers. VAWO strongly encourages successful applicants to participate in training and technical assistance events sponsored by VAWO.

ADMINISTRATIVE REQUIREMENTS

Assurances

This package includes a list of assurances with which the applicant must comply with in order

to receive federal funds under this Program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Purchase of American-Made Equipment and Products

It is a sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant must agree to the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been

convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

NEPA Compliance

The use of these grant funds are subject to compliance with the National Environmental Policy Act (42 U.S.C. Section 4331 et seq.) and other related federal environmental impact review requirements including the National Historic Preservation Act (16 U.S.C. Section 470 et seq.). These requirements are triggered whenever activities such as construction or renovation are planned either (1) with the use of grant funds or (2) the applicant's or a third party's funds, as long as the proposed construction or renovation is a prerequisite to the use of the grant funds. Whenever these environmental impact review requirements are applicable to a grant activity, the applicant must assist OJP in their satisfactory completion prior to the commitment of the affected funds. This assistance may include, at a minimum, providing information on the age and historic importance of any buildings to be affected as well as their floodplain status. Applicants may also be requested to assist OJP prepare environmental assessments, should an assessment be required.

REPORTING REQUIREMENTS

Financial Status Report

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Single Audit Report

Recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

Semi-annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the Office of Justice Programs. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

Suspension or Termination of Funding

~~The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or~~
impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements and statutory objectives of the Sexual Assault and Domestic Violence Coalition Grants Program.
- The regulations and guidelines issued for the Sexual Assault and Domestic Violence Coalition Grants Program.
- The application submitted in accordance with the statute or other provision of any other

applicable federal Act.

OJP will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those outlined in the Department of Justice regulations in 28 CFR Part 18.

APPLICATION CONTENT

Under the Grants Management System (GMS), the SF-424 will be completed online; the project narrative and other program attachments will be submitted as online attachments; the letter of non-supplantation will be submitted by fax (or online under "other program attachments" if applicants have these documents available electronically). **Applicants should register online at least two weeks prior to submission of their application. Applications are due by July 9, 2001.** A fully executed application, for the purposes of this Program, must include the following:

1. **Application for Federal Assistance (SF-424)**

The SF-424 will be filled out online through GMS.

The Catalog of Federal Domestic Assistance number for this Program is 16.588, and the title is Grants for State Sexual Assault and Domestic Violence Coalitions Program (block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The signing authority is an individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

2. **Summary Data Sheet**

On one page, please provide the following information about your proposed project:

- Legal Name of Applicant
- Name, address, phone number, fax number, and e-mail address of the project director or primary person to be contacted on matters involving this application.
- Eligibility Type (Indicate Only One)
 - ▶ State Sexual Assault Coalition
 - ▶ State Domestic Violence Coalition
 - ▶ Combined Sexual Assault and Domestic Violence Coalition (*must be eligible under both*)

categories of funding).

- ▶ Sexual Assault Coalition / Combined U.S. Territories (*Guam or Virgin Islands only*)
- ▶ Domestic Violence Coalition / Combined U.S. Territories (*Virgin Islands only*)
- ▶ Sexual Assault Coalition Planning Grant / Combined U.S. Territories (*American Samoa or Northern Mariana Islands only*)
- ▶ Domestic Violence Planning Grant / Combined U.S. Territories (*American Samoa, Guam, or Northern Mariana Islands only*)
- ▶ Combined Sexual Assault and Domestic Violence Coalition Planning Grant (*American Samoa or Northern Mariana Islands only*)

3. **Project Narrative**

a. **Description of the Applicant Organization**

This section should include a brief narrative on the history and mission of the coalition/Victim Services Program.

b. **What Will be Done:**

This section should describe the need for the grant funds and identify the intended use of grant funds.

c. **The Products:**

This section should describe any products that will be generated and how they could be used to assist member programs and/or collaborative efforts with federal, state, or local entities engaged in violence against women intervention and prevention activities. Grantees will be required to submit all products to the Violence Against Women Office for review prior to public release.

d. **How Success Will be Measured:**

This section should include a description of the criteria that the coalition will utilize to monitor and evaluate the impact and effectiveness of the project regularly over the course of the project period.

As a special condition to the award, grantees will be required to submit measurable program (outcome) objectives, with corresponding activities listed and specific evaluation methods described.

e. **Related Federal Projects:**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the

application on the following:

- Active federal grant awards from OJP bureaus or program offices, the Office of Community Oriented Policing Services, or other federal agencies already supporting this, or related, efforts.
- Information on any pending applications for federal assistance for this or related efforts.
- How these initiatives would be coordinated with the funding sought through this application. For each, the program/project title, the federal grantor agency; the federal award amount; and a very brief description of its purpose must be included.
- How the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices G and H, respectively).

This information is requested to encourage better coordination among Federal agencies in addressing state and local needs.

Related projects is defined for these purposes as:

- The same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants).
- Another phase or component of the same program/project (for example, to implement a planning effort funded by other federal monies or to provide an education component within a criminal justice project).
- Providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in the application.

4. Budget and Budget Narrative

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Match is not required for this grant program, but applicants are encouraged to maximize the impact of federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any supplemental contributions can be discussed in the project narrative, however, they should not be included in the budget or budget narrative.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

Applicants also are urged to include funds in their budgets to attend financial management training seminars sponsored by the Office of the Comptroller, OJP. These seminars instruct participants in the financial administration of OJP formula and discretionary grants programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A *Budget Detail Worksheet* is included in this package. You will submit your budget and budget narrative online, however, when preparing these items, please use the budget worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. The proposed amount and uses of grant funds over the grant period
 - b. How the amounts of the specific budget items were determined
5. **Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).** Please review these forms carefully. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*
6. **Non-Supplantation Letter** - A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*).

The nonsupplantation letter must be faxed to both 202/305-2589 and 202/354-4147. Please include the program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If these documents are available electronically, please submit them online under "other program attachments."

Applications must be submitted online via the new OJP Grants Management System. Please refer to the enclosed "Quick-Start Guide" to proceed with the online application process.

Signed Non-Supplantation letters should be faxed to both (202) 305-2589 and 354-4147. Be sure to reference your assigned application number and the Program title on each page.

Applications will be accepted immediately, but must be received no later than July 9, 2001.

APPENDIX A

Standard Application Form (SF-424)

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The "Legal Name" is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium".
8	Type of Application: Check either "new" or "continuation". Check "new", if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation", if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, "[insert agency name]"
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.

18

Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

APPENDIX B

Assurances & Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirements

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
1. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award</p>	<p>3. Report type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year _____ Quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee</p> <p style="padding-left: 40px;">Tier _____, <i>if known</i></p> <p style="margin-top: 20px;">Congressional District, if known:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p style="margin-top: 20px;">Congressional District, if known:</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p style="margin-top: 20px;">CDFA Number, <i>if applicable</i>: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p style="text-align: center;">\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (<i>if individual, last name, first name, MI</i>)</p>		<p>b. Individuals Performing Services (<i>including address if different from No. 10a</i>) (<i>last name, first name, MI</i>)</p>
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>
<p>Federal Use Only:</p>		<p style="text-align: right;">Authorized for Local Reproduction Standard Form - LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
1. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX C

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	-
----------------------	--------------------	-------------	---

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item

Computation

Cost

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items

Computation

Cost

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 12 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Advocate	(\$50,000 x 100%)	\$50,000
Administrative Assistant	(\$40,000 x 50%)	<u>\$20,000</u>
		\$70,000

The advocate will organize quarterly training sessions for the local DV programs. The advocate will also assist the local agencies in enhancing their current programs and provide technical assistance as needed. A half-time secretary will prepare reports and training materials for the quarterly meetings of victim advocates, survivors, and criminal justice representations.

TOTAL
\$70,000

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$70,000 x 7.65%	\$5,355
Retirement	\$70,000 x 6%	\$4,200
Health Insurance	\$70,000 x 12%	\$8,400
Workman's Compensation	\$70,000 x 1%	\$700
Unemployment Compensation	\$70,000 x 1%	\$700
		TOTAL
		<u>\$19,355</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Regional Workshop	TBD	Airfare	(\$300 x 1 person x 1 trip)	\$ 300
		Hotel	(\$75/night x 4 nights x 1 trip)	\$ 300
		Meals	(\$35/day x 5 days x 1 trip)	\$ 175

The advocate will attend a regional workshop for victim advocates.

TOTAL
\$ 775

D. Equipment -List non-expendable items that are to be purchased (Note: Organization’s own capitalization policy for classification of equipment should be used). Expendable items should be included in the ”Supplies” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the ”Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
1 - Pentium III Computer	\$1,000	\$1,000

The computer will be used by the advocate.

TOTAL \$1,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 12 mo)	\$ 600
Postage	(\$20/mo x 12 mo)	\$ 240
Training Materials	(\$5/set x 50 sets/trng x 4 sessions)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used for the quarterly meetings of the local domestic violence programs.

TOTAL \$1,840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL \$ 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Jane Doe	Domestic Violence Trainer	(\$300/day x 4 days)	\$1,200
----------	---------------------------	----------------------	---------

Jane Doe, Domestic Violence Trainer will co-facilitate the quarterly meetings.

Subtotal _

\$1,200

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Airfare	Maryland	(\$300 x 4 trips)	\$1,200
---------	----------	-------------------	---------

Hotel		(\$80/day x 4 days)	\$ 320
-------	--	---------------------	--------

Meals		(\$35/day x 8 days)	\$ 280
-------	--	---------------------	--------

Taxi (to/from airport)		(\$30/trip x 4 trips)	\$ 120
------------------------	--	-----------------------	--------

Jane Doe is expected to make up to 4 trips to provide training and technical assistance to the project.

Subtotal \$1,920

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>		<u>Cost</u>
AV Equipment Rental for training	\$400/training x 4	\$1,600
		Subtotal <u>\$1,600</u>
		TOTAL <u>\$4,720</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Meeting Room Rental	(\$600/day x 4 days)	\$ 2,400
Telephone	(\$75/mo. x 12)	\$ 900
Printing/Reproduction	(\$100/mo. x 12)	\$ 1,200
		TOTAL <u>\$4,500</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
TOTAL _____		

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$ 70,000</u>
B. Fringe Benefits	<u>\$ 19,355</u>
C. Travel	<u>\$ 775</u>
D. Equipment	<u>\$ 1,000</u>
E. Supplies	<u>\$ 1,840</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 4,720</u>
H. Other	<u>\$ 4,500</u>
Total Direct Costs	<u>\$102,190</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$102,190</u>
Federal Request	<u>\$102,190</u>
Non-Federal Amount	<u>\$ NA</u>

APPENDIX D

Funding Eligibility For State Sexual Assault Coalitions

Eligible Applicants
Sexual Assault Coalitions of States and Territories

(As Determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act (42 U.S.C. 280b et seq.)

Alabama Coalition Against Rape

PO Box 4091
Montgomery, Alabama 36102
Tel: 334-264-0123
Fax: 334-264-0128

Alaska Network on Domestic Violence and Sexual Assault

130 Seward Street, Suite 209
Juneau, Alaska 99801
Tel: 907-586-3650
Fax: 907-463-4493

Arizona Sexual Assault Network (AzSAN)

12 West Madison
Phoenix, Arizona 85013
Tel: 602-258-1195
Fax: 602-258-7390

Arkansas Commission on Child Abuse, Rape and Domestic Violence

P.O. Box 1953,
Harrison, Arkansas 72601
Tel: 501-754-6869
Fax: 501-754-7839

California Coalition Against Sexual Assault

1215 L Street, Suite 1100
Sacramento, California 95814
Tel: 916-446-2520
Fax: 916-446-8166

Colorado Coalition Against Sexual Assault

PO Box 300398
Denver, Colorado 80203
Tel: 303-861-7033
Fax: 303-832-7067

Connecticut Sexual Assault Crisis Services, Inc.

110 Connecticut Boulevard
East Hartford, Connecticut 06108
Tel: 860-282-9881
Fax: 860-291-9335

CONTACT Delaware, Inc.

PO Box 9525
Wilmington, Delaware 19809
Tel: 302-761-9800
Fax: 302-761-4280

D.C. Rape Crisis Center

PO Box 34125
Washington, DC 25043
Tel: 202-232-0789
Fax: 202-387-3812

Florida Council of Sexual Assault, Inc.

525 John Knox Road, Suite C
Tallahassee, Florida 32303
Tel: 850-297-2000
Fax: 850-297-2002

Georgia Network to End Sexual Assault

689 Auburn Avenue, Suite 139
Atlanta, Georgia 30303
Tel: 404-659-6482
Fax: 404-656-6383

Guam Healing Hearts Crisis Center

c/o Department of Mental Health
and Substance Abuse
790 Gov. Carlos G. Camacho
Road
Tamuning, Guam 96911
Tel: 671-647-5045 or 5330

Fax: 671-649-6948

Idaho Coalition Against Sexual and Domestic Violence

815 Park Boulevard, Suite 140
Boise, Idaho 83712
Tel: 208-384-0419
Fax: 208-331-0687

Illinois Coalition Against Sexual Assault

100 North 16th Street
Springfield, Illinois 62703
Tel: 217-753-4117
Fax: 217-753-8229

Indiana Coalition Against Sexual Assault

55 Monument Circle, Suite 1224
Indianapolis, Indiana 46204
Tel: 317-423-0233
Fax: 317-423-0237

Iowa Coalition Against Sexual Assault

2603 Bell Avenue, Suite 102
Des Moines, Iowa 50321-1120
Tel: 515-244-7424
Fax: 515-244-7417

Kansas Coalition Against Sexual Assault and Domestic Violence

220 SW 33rd Street, Suite 100
Topeka, Kansas 66611
Tel: 785-232-9784
Fax: 785-232-9937

Kentucky Association of Sexual Assault Programs

PO Box 602

Louisville, Kentucky 40602
Tel: 502-226-2704
Fax: 502-226-2725

**Louisiana Foundation
Against Sexual Assault**
PO Box 40

Independence, Louisiana
70443
Tel: 504-878-3849
Fax: 225-751-8927

**Maine Coalition Against
Sexual Assault**

3 Mulliken Court
Augusta, Maine 04330
Tel: 207-626-0034
Fax: 207-626-5503

**Maryland Coalition Against
Sexual Assault**

1517 Governor Ritchie
Highway, Suite 207
Arnold, Maryland 21012
Tel: 410-974-4507
Fax: 410-757-4770

Jane Doe, Inc.

14 Beacon Street, Suite 507
Boston, Massachusetts 01501
Tel: 617-248-0922
Fax: 617-248-0902

**Michigan Coalition Against
Domestic and Sexual
Violence**

3893 Okemos Road, Suite B2
Okemos, Michigan 48864
Tel: 517-347-7000
Fax: 517-347-1377

**Minnesota Coalition
Against Sexual Assault**

420 North 5th Street, Suite
690
Minneapolis, Minnesota
55401
Tel: 612-313-2797
Fax: 612-313-2799

**Mississippi Coalition Against
Sexual Assault**

PO Box 4172
Jackson, Mississippi 39296-
4172

Tel: 601-987-9011
Fax: 601-981-9166

**Missouri Coalition Against
Sexual Assault**

PO Box 104866
Jefferson City, Missouri 65110
Tel: 573-636-8776
Fax: 573-636-6613

**Montana Coalition Against
Domestic and Sexual Violence**

PO Box 633
Helena, Montana 59624
Tel: 406-443-7794
Fax: 406-443-7818

**Nebraska Domestic Violence
and Sexual Assault Coalition**

Attn: Kristen Houser
825 M Street, Suite 404
Lincoln, Nebraska 68508
Tel: 402-476-6256
Fax: 402-476-6806

**New Hampshire Coalition
Against Domestic and Sexual
Violence**

PO Box 353
Concord, New Hampshire
03302-0353
Tel: 603-224-8893
Fax: 603-228-6096

**New Jersey Coalition Against
Sexual Assault**

1 Edinburg Road
Trenton, New Jersey 08619

Tel: 609-631-4450
Fax: 609-631-4453

**New Mexico Coalition of
Sexual Assault Programs,
Inc.**

4004 Carlisle, NE
Albuquerque, New Mexico
08619
Tel: 505-883-8020
Fax: 505-883-7530

**New York State Coalition
Against Sexual Assault**

784 Washington Avenue
Albany, New York 12203
Tel: 518-482-4222 x 201
Fax: 518-482-4248

**North Carolina Coalition
Against Sexual Assault**

174 Mine Lake Court, Suite
1000
Raleigh, North Carolina
27615
Tel: 919-676-7611
Fax: 919-676-1355

**Coalition Against Sexual
Assault / North Dakota
Council on Abused**

Women=s Services
418 East Rosser Avenue,
Suite 320
Bismarck, North Dakota
58501
Tel: 701-255-6240
Fax: 701-255-1904

**Ohio Coalition on Sexual
Assault**

4041 N High Street, Suite
408
Columbus, Ohio 43214
Tel: 614-268-3322
Fax: 614-268-0881

02903
Tel: 401-421-4100
Fax: 401-454-5565

Fax: 802-863-8449

**South Carolina Coalition
Against Domestic Violence and
Sexual Assault**
PO Box 7776
Columbia, South Carolina
29202
Tel: 800-260-9293
Fax: 803-256-1030

**Virginians Aligned Against
Sexual Assault**
508 B Dale Avenue
Charlottesville, Virginia
22903-4547
Tel: 804-979-9002
Fax: 804-979-9003

**Oklahoma Coalition
Against Domestic Violence
and Sexual Assault**
2525 Northwest Expressway,
Suite 208
Oklahoma City, Oklahoma
73112
Tel: 405-848-1815
Fax: 405-848-3469

**South Dakota Coalition
Against Domestic Violence and
Sexual Assault**
PO Box 306
Eagle Butte, South Dakota
57625
Tel: 605-964-7103
Fax: 605-964-7104

**Women's Coalition of St.
Croix**
PO Box 2734
Christiansted, Virgin Islands
00822
Tel: 340-773-9272
Fax: 340-773-9062

**Oregon Coalition Against
Domestic and Sexual
Violence**
659 Cottage Street, NE
Salem, Oregon 97301
Tel: 503-365-9644
Fax: 503-566-7870

**Tennessee Coalition Against
Sexual Assault**
PO Box 120972
Nashville, Tennessee 37212
Tel: 615-386-9406
Fax: 615-383-2967

**Washington Coalition of
Sexual Assault Programs**
2415 Pacific Avenue SE,
#10-C
Olympia, Washington 98501
Tel: 360-754-7583
Fax: 360-786-8707

**Pennsylvania Coalition
Against Rape**
125 N Enola Drive
Enola, Pennsylvania 17025
Tel: 717-728-9740
Fax: 717-728-9781

**Texas Association Against
Sexual Assault**
800 Brazos, Suite 810
Austin, Texas 78701
Tel: 512-474-7190
Fax: 512-474-6490

**West Virginia Foundation
for Rape Information and
Services**
112 Braddock Street
Fairmont, West Virginia
26554
Tel: 304-366-9500
Fax: 304-366-9501

**Puerto Rico Rape Crisis
Center**
PO Box 70184
San Juan, Puerto Rico 00936
Tel: 787-756-0910
Fax: 787-756-7840

Utah Coalition (CAUSE)
455 South 500 East #200
Salt Lake City, Utah 84111
Tel: 801-322-1500
Fax: 801-322-1250

**Wisconsin Coalition Against
Sexual Assault**
600 Williamson Street, Suite
N2
Madison Wisconsin 53703
Tel: 608-257-1516
Fax: 608-257-2150

**Rhode Island Rape Crisis
Center**
300 Richmond Street, Suite
205
Providence, Rhode Island

**Vermont Coalition Against
Sexual Assault**
c/o Women=s Rape Crisis
Center
PO Box 402
Burlington, Vermont 05601
Tel: 802-223-1302

Wyoming Coalition Against

**Domestic Violence and
Sexual Assault**
PO Box 236
Laramie, Wyoming 82073
Tel: 307-755-5481
Fax: 307-755-5482

APPENDIX E

**Funding Eligibility
For
State Domestic Violence Coalitions**

Eligible Applicants
Domestic Violence Coalitions of States and Territories
(As Determined by the Secretary of Health and Human Services
through the Family Violence Prevention and Services Act (42 U.S.C. 10410 et seq.)

Alabama Coalition Against Domestic Violence
P.O. Box 4762
Montgomery, AL 36101
Phone: 334-832-4842
FAX: 334-832-4803

Alaska Network on Domestic Violence and Sexual Assault
130 Seward, rm 209
Juneau, Alaska 99801
(907) 586-3650
Website: www.andvsa.org

Arizona Coalition Against Domestic Violence
100 West Camelback Street,
Suite 109
Phoenix, AZ 85013
Phone: 602-279-2900
FAX: 602-279-2980

Arkansas Coalition Against Domestic Violence
#1 Sheriff Lane, Suite C
Little Rock, AR 72114
Phone: 501-812-0571
FAX: 501-812-0578

California Alliance Against Domestic Violence
926 J Street, Suite 1000
Sacramento, CA 95814
Phone: 916-444-7163
FAX: 916-444-7165

Colorado Domestic Violence Coalition
P.O. Box 18902
Denver, CO 80218
Phone: 303-831-9632
FAX: 303-832-7067

Connecticut Coalition Against Domestic Violence
135 Broad Street
Hartford, CT 06105
Phone: 860-524-5890
FAX: 860-249-1408

D.C. Coalition Against Domestic Violence
1532 16th Street, NW
Washington, DC 20036
Phone: 202-745-1211
FAX: 202-745-0888

Delaware Coalition Against Domestic Violence
P.O. Box 847
Wilmington, DE 19899
Phone: 302-658-2958
FAX: 302-658-5049

Florida Coalition Against Domestic Violence
308 East Park Avenue
Tallahassee, Florida 32301
Phone: 850-425-2749
Fax: 425-3091

Georgia Coalition on Family Violence, Inc.
1827 Powers Ferry Road
Building 3, Suite 325
Atlanta, Georgia 30339
Phone: 770-984-0085
Fax: 770-984-0068

Hawaii State Coalition Against Domestic Violence
98-939 Moanalua Road
Aiea, HI 96701-5012
Phone: 808-486-5072
FAX: 808-486-5169

Idaho Coalition Against Sexual and Domestic Violence
815 Park Blvd., Suite 140
Boise, ID 83712
Phone: 208-384-0419
FAX: 208-331-0687

Illinois Coalition Against Domestic Violence
801 S. 11th St.
Springfield, IL 62703
Phone: 217-789-2830
FAX: 217-789-1939

Indiana Coalition Against Domestic Violence
2511 E. 46th Street, Suite

N-3
Indianapolis, IN 46205
TOLL-FREE: 800-332-7385
Phone: 317-543-3908
FAX: 317-568-4045

Iowa Coalition Against Domestic Violence
2603 Bell Avenue, Suite 100
Des Moines, IA 50321
TOLL-FREE: 800-942-0333
Phone: 515-244-8028
FAX: 515-244-7417

Kansas Coalition Against Sexual and Domestic Violence
820 S.E. Quincy, Suite 422
Topeka, KS 66612
Phone: 785-232-9784
FAX: 785-232-9937

Kentucky Domestic Violence Association
P.O. Box 356
Frankfort, KY 40602
Phone: 502-875-4132
FAX: 502-875-4268

Louisiana Coalition Against Domestic Violence
P.O. Box 77308
Baton Rouge, LA
70809-7308
Phone: 504-752-1296
FAX: 504-751-8927

Maine Coalition for Family Crisis Services
128 Main Street
Bangor, ME 04401
Phone: 207-941-1194
FAX: 207-941-2327

Maryland Network Against Domestic Violence
6911 Laurel Bowie Road,
Suite 309
Bowie, MD 20715
TOLL-FREE:

800-MD-HELPS
Phone: 301-352-4574
FAX: 301-809-0422

Jane Doe, Inc.
14 Beacon Street, Suite 507
Boston, MA 02108
Phone: 617-248-0922
FAX: 617-248-0902

Michigan Coalition Against Domestic Violence and Sexual Assault
3893 Okemos Road, Ste B2
Okemos MI 48864
ph: 517-347-7000
fax: 517-347-1377

Minnesota Coalition for Battered Women
450 North Syndicate Street,
Suite 122
St. Paul, MN 55104
Phone: 612-646-1109
FAX: 612-646-1527

Mississippi Coalition Against Domestic Violence
P.O. Box 4703
Jackson, MS 39296-4703
TOLL-FREE: 800-898-3234
Phone: 601-981-9196
FAX: 601-981-2501

Missouri Coalition Against Domestic Violence
415 East McCarty
Jefferson City, MO 65101
Phone: 573-634-4161
FAX: 573-636-3728

Montana Coalition Against Domestic Violence
P.O. Box 633
Helena, MT 59624

Phone: 406-443-7794
FAX: 406-443-7818

Nebraska Domestic Violence and Sexual Assault Coalition
825 M Street, Suite 404
Lincoln, NE 68508-2253
TOLL-FREE: 800-876-6238
Phone: 402-476-6256

Nevada Network Against Domestic Violence
2100 Capurro Way, Suite E
Sparks, NV 89431
TOLL-FREE: 800-230-1955
Phone: 702-358-1171
FAX: 702-358-0546

New Hampshire Coalition Against Domestic and Sexual Violence
P.O. Box 353
Concord, NH 03302-0353
Phone: 603-224-8893
Fax: 603-228-6096

New Jersey Coalition for Battered Women
2620 Whitehorse/Hamilton
Square Road
Trenton, NJ 08690
Phone: 609-584-8107
FAX: 609-584-9750

New Mexico Coalition Against Domestic Violence
P.O. Box 25266
Albuquerque, NM 87125
TOLL-FREE: 800-773-3645
(in NM Only)
Phone: 505-246-9240
FAX: 505-246-9434

New York State Coalition

Against Domestic Violence
79 Central Avenue
Albany, NY 12206
TOLL-FREE: 800-942-6906
Phone: 518-432-4864
FAX: 518-463-3155

**North Carolina Coalition
Against Domestic Violence**
301 West Main Street,
Suite 350
Durham, NC 27707
Phone: 919-956-9124
FAX: 919-682-1449

**North Dakota Council on
Abused Women's Services
State Networking Office**
418 East Rosser Avenue,
Suite 320
Bismarck, ND 58501
TOLL-FREE: 800-472-2911
(In ND Only)
Phone: 701-255-6240
FAX: 701-255-1904

**Ohio Domestic Violence
Network**
4041 North High Street,
Suite 400
Columbus, OH 43214-3247
TOLL-FREE: 800-934-9840
Phone: 614-784-0023
FAX: 614-784-0033

**Oklahoma Coalition Against
Domestic Violence
and Sexual Assault**
2525 NW Expressway,
Suite 208
Oklahoma City, OK 73112
phone 405-848-1815
fax 405-848-3469

toll free 1-800-522-7233

**Oregon Coalition Against
Domestic and Sexual
Violence**
659 Cottage St NE
Salem, OR 97301
503-365-9644
503-566-7870 fax
ocadsv@teleport.com
www.ocadsv.com

**Pennsylvania Coalition
Against Domestic Violence**
6400 Flank Drive, Suite 1300
Harrisburg, PA 17112-2778
TOLL-FREE: 800-932-4632
Phone: 717-545-6400
FAX: 717-671-8149

**(Puerto Rico)
Coordinadora Paz para la
Mujer, Inc
Proyecto Coalicion Contra
la Violencia Domestica**
P.O. Box 1007 RMS 108
San Juan, Puerto Rico 00919
Telephone: (787) 281-7579
Tel./Fax: (787) 767-6843
Correo electronico:
pazparalamujer@yunque.net

**Rhode Island Coalition
Against Domestic Violence**
422 Post Road, Suite 104
Warwick, RI 02888
TOLL-FREE: 800-494-8100
Phone: 401-467-9940
FAX: 401-467-9943

**South Carolina Coalition
Against Domestic Violence
& Sexual Assault**
P.O. Box 7776
Columbia, SC 29202-7776
TOLL-FREE: 800-260-9293
Phone: 803-750-1222
FAX: 803-750-1246

**South Dakota Coalition
Against Domestic Violence
and Sexual Assault**
P.O. Box 141
Pierre, SD 57501
TOLL-FREE: 800-572-9196
Phone: 605-945-0869
FAX: 605-945-0870

**Tennessee Task Force
Against Domestic Violence**
P.O. Box 120972
Nashville, TN 37212
TOLL-FREE: 800-356-6767
Phone: 615-386-9406
FAX: 615-383-2967

**Texas Council on Family
Violence**
8701 North Mopac
Expressway, Suite 450
Austin, TX 78759
Phone: 512-794-1133
FAX: 512-794-1199

**Utah Domestic Violence
Advisory Council**
120 North 200 West, #319
Salt Lake City, UT 84103
TOLL-FREE in Utah:
800-897-LINK
Phone: 801-538-4635
FAX: 801-538-4016

**Vermont Network Against
Domestic Violence and
Sexual Assault**
P.O. Box 405
Montpelier, VT 05601
Phone: 802-223-1302
FAX: 802-223-6943

**Women's Coalition of St.
Croix**
P.O. Box 2734
U.S. Virgin Islands
Christiansted, St. Croix
00882- 2734
Phone: 340-773-9272

Fax: 340-773-9062

Virginians Against Domestic Violence

2850 Sandy Bay Road, Suite
101
Williamsburg, VA 23185
TOLL-FREE:
800-838-VADV
Phone: 757-221-0990
FAX: 757-229-1553

**Washington State Coalition
Against Domestic Violence**

8645 Martin Way NE
Suite 103
Lacey, WA 98516
360/407-0756
360/407-0761 FAX
360/407-0760 TTY

**West Virginia Coalition
Against Domestic Violence**

P.O. Box 85
181B Main Street
Sutton, WV 26601-0085
Phone: 304-965-3552
FAX: 304-765-5071
Website: www.wcadv.org

**Wisconsin Coalition Against
Domestic Violence**

1400 East Washington
Avenue, Suite 232 ?
Madison, WI 53703-3041
Phone: 608-255-0539
FAX: 608-255-3560

Laramie, WY 82073
Phone: 307-755-5481
FAX: 307-755-5482

**Wyoming Coalition Against
Domestic Violence and
Sexual
Assault**

P.O. Box 236

APPENDIX F

Single Points of Contact

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012

Telephone (602) 280-1315
FAX: (602) 280-1305

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental
Services, Department of
Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203

Telephone: (501) 682-1074
FAX: (501) 682-5206
tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordinator
Office of Planning &
Research
1400 Tenth Street, Room 121
Sacramento, California 95814

Telephone (916) 323-7480
FAX (916) 323-3018

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903

Telephone: (302) 739-3326
FAX: (302) 739-5661
fbooth@state.de.us

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. &
Development.
717 14th Street, N.W. - Suite
500
Washington, D.C. 20005

Telephone: (202) 727-6554
FAX: (202) 727-1617

FLORIDA

Florida State Clearinghouse

Department of Community
Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-
2100

Telephone: (904) 922-5438
FAX: (904) 487-2899
cherie.trainor@dcs.state.fl.us

GEORGIA

Deborah Stephens
Administrator
Georgia State Clearinghouse
254 Washington Street, S.W.
- Room 401J
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or
FAX: (404) 656-7901
ssda@mail.opb.state.ga.us

ILLINOIS

Virginia Bova
State Single Point of Contact
Department of Commerce and
Community Affairs
620 East Adams
Springfield, Illinois 62701

Telephone: (217) 814-6028
FAX: (217) 814-1800

INDIANA

Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204

Telephone: (317) 232-2972
FAX: (317) 233-3323

IOWA

Steven R. McCann
Division for Community
Assistance, Iowa Department
of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309

Telephone: (515) 242-4719
FAX: (515) 242-4859
steve.mccann@ided.state.ia.us

KENTUCKY

Kevin J. Goldsmith, Director
Sandra Brewer, Executive
Secretary
Intergovernmental Affairs
Office of the Governor
700 Capitol Center Avenue
Frankfort, Kentucky 40601
Telephone: (502) 564-2611
FAX: (502) 564-2849
sbrewer@mail.state.ky.us

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333

Telephone: (207) 287-3261
FAX: (207) 287-6489
joyce.benson@state.me.us

MARYLAND

Linda Janney, Manager
Plan and Project Review
Maryland Office of Planning

301 W. Preston Street - Room
1104
Baltimore, Maryland 21201-
2365

Telephone: (410) 767-4490
FAX: (410) 767-4480
linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council
of Governments
1900 Edison Plaza
660 Plaza Drive
Detroit, Michigan 48226

Telephone: (313) 961-4266
FAX: (313) 961-4869
pfaff@semcog.org

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and
Administration
455 North Lamar Street
Jackson, Mississippi 39202-
3087

Telephone: (601) 359-6762
FAX: (601) 359-6764

MISSOURI

Lois Pohl
Federal Assistance
Clearinghouse
Office Of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri
65102

Telephone: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710

Telephone: (702) 687-4065
FAX: (702) 687-3983
Contact: Heather Elliot
(702) 687-6367
helliot@govmail.state.nv.us

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire
Office of State Planning
Attn: Intergovernmental
Review Process
Mike Blake
2 ½ Beacon Street
Concord, New Hampshire
03301

Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW MEXICO

Nick Mandell
Local Government Division
Room 201 Bataan Memorial
Building
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640
FAX (505) 827-4984

NEW YORK

New York State
Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224

Telephone: (518) 474-1605
FAX (518) 486-5617

NORTH CAROLINA

Jeanette Furney (Grants)
Chrys Baggett (Environment)
N.C. State Clearinghouse
Office of the Secretary of
Administration.
116 West Jones Street
Raleigh, North Carolina
27603-8003

Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota
58505-0170

Telephone: (701) 224-2094
FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411

RHODE ISLAND

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island
02908-5870

Telephone: (401) 222-2280
FAX: (401) 222-2083

SOUTH CAROLINA

Rodney Grizzle
State Single Point of Contact
Budget and Control Board
Office of the Governor
1122 Ladies Street - 12th Floor
Columbia, South Carolina
29201

Telephone: (803) 734-0485
FAX: (803) 734-0645
agrizzle@budget.state.sc.us

TEXAS

Tom Adams

Governors Office
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711

Telephone: (512) 463-1771
FAX: (512) 463-1888
tadams@governor.state.tx.us

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114

Telephone: (801) 538-1535
FAX: (801) 538-1547
cwright@state.ut.us

WEST VIRGINIA

Fred Cutlip, Director
West Virginia Development Office
Building #6, Room 645
State Capitol
Charleston, West Virginia
25305
Telephone: (304) 558-0350
FAX: (304) 558-0362
fcutlip@wvdo.org

WISCONSIN

Jeff Smith, Section Chief
State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707

Telephone: (608) 266-0267
FAX: (608) 267-6931
sjt@mail.state.wi.us

WYOMING

Sandy Ross
State Single Point of Contact

Department of Administration and Information
2001 Capitol Avenue, Room 214
Cheyenne, WY 82002

Telephone: (307) 777-5492
FAX: (307) 777-3696
srossl@misc.state.wy.us

TERRITORIES**GUAM**

Joseph Rivera, Acting Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910

Telephone: 011-671-475-9411
FAX: 011-671-472-2825

PUERTO RICO

Jose Cabellero-Mercado
Chairman
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119

Telephone: (809) 727-4444 or
(809) 723-6190
FAX: (809) 724-3270 or

NORTH MARIANA ISLANDS

Alvaro A. Santos, Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950

Telephone: (670) 664-2256

FAX: (670) 664-2272
Contact person: Ms. Jacoba
T. Seman
Federal Programs
Coordinator

Telephone: (670) 664-2289
FAX: (670) 664-2272

VIRGIN ISLANDS

Nellon Bowry
Director, Office of
Management and Budget
#41 Norregade Emancipation
Garden
Station
Second Floor
Saint Thomas, Virgin Islands
00802

*Please direct all questions
and correspondence about
intergovernmental review to:*

Daisey Millen
Telephone: (809) 774-0750
FAX: (809) 776-0069

APPENDIX G

State Agencies Administering the STOP Violence Against Women Formula Grants Program

FY 2001 STOP Violence Against Women Formula Grants Program

List of Designated State Agencies

State Contacts

Alabama

Mr. Doug Miller
Division Chief
Alabama Department of Economic
& Community Affairs
Law Enforcement/ Traffic Safety
Division
401 Adams Ave. - P.O. Box 5690
Montgomery, Alabama 36103-
5690
(334) 242-5843 (Direct Line)
(334) 242-5803 (Main Number)
(334) 242-0712-fax

Alaska

Ms. Trisha Gentle
Executive Director
Council on Domestic Violence &
Sexual Assault
P.O. Box 111200
Juneau, Alaska 99811
(*Street address-450 Whittier St.,
Rm. 207--Juneau, Alaska 99811)
(907) 465-4356; (907) 465-3627-
fax

American Samoa

La'aulii A. Filoiali
Executive Offices of the Governor
Criminal Justice Planning Agency
Pago Pago, American Samoa
96799
[011](684) 633-5221
[011](684) 633-7552

Arizona

Ms. Donna Irwin, Program
Manager
(dirwin@azgov.state.az.us)
Governor's Office for Domestic
Violence Prevention
1700 West Washington, Suite 101-
F
Phoenix, Arizona 85007
(602) 542-1764; (602) 542-5522-
fax

Arkansas

Ms. Mary Ruth Parker, Project

Coordinator
Office of Intergovernmental
Services
Department of Finance and
Administration
1509 West 7th Street, P.O. Box
3278
Little Rock, Arkansas 72201
(501) 682-5149; (501) 682-5155-
fax

California

Ms. Maria Elena Rubick, Assistant
Division Chief
(mariaelena.rubick@ocjp.ca.gov)
Victim Service/Violence Prevention
Division
Governor's Office of Criminal
Justice Planning
1130 K Street, Suite 300
Sacramento, California 95814
(916) 323-7736; (916) 324-8554-
fax

Colorado

Ms. Wendell Graham, Planning
Grants Officer
Colorado Victims Program
Division of Criminal Justice
Department of Public Safety
700 Kipling Street, Suite 1000
Denver, Colorado 80215
(303) 239-5728; (303) 239-5743-
fax

Connecticut

Ms. Lisa Secondo
Planning Specialist
State Office of Policy and
Management
450 Capitol Avenue, MS #52CPD
Hartford, Connecticut 06106
(860) 418-6391; (860) 418-6496-
fax

Delaware

Ms. Maureen Querey, Planning
Coordinator
Delaware Criminal Justice Council

Carvel State Office Building
10th Floor
820 N. French Street
Wilmington, Delaware 19801
302/577-5025; (302) 577-3440-fax

District of Columbia

Ms. Kimberly Woodard
Program Manager
Justice Grants Administration
717 14th Street, NW, Suite 1200
Washington, D.C. 20005
(202) 727-6537; (202) 727-1617 or
(202) 727-1645-fax

Florida

Ms. Pat Barrett
Planning Manager
Department of Children and
Families
1317 Winewood Boulevard
Tallahassee, Florida 32399-2100
(850) 414-8312; (850) 922-6720-
fax

Georgia

Ms. LaSonja Fillingame
Program Director
Criminal Justice Coordinating
Council
503 Oak Place, Suite 540
Atlanta, Georgia 30349
(404) 559-4949; (404) 559-4960-
fax

Guam

Ms. Cecilia A.Q. Morrison
Executive Director
Governor's Community Outreach
Federal Programs Office
Office of the Governor
P.O. Box 2950
Agana, Guam 96913
(FedEx.: 205-207 E. Sunset Blvd.
Tiyon, Guam 96913)
[011] (671) 472-9162
[011] (671) 477-4826-fax

Hawaii

Mr. Tony Wong
Planning Specialist
Resource Coordination Division
Department of the Attorney
General
425 Queen Street
Honolulu, Hawaii 96813
(808) 586-1282; (808) 586-1373-
fax

Idaho

Mr. Steve Raschke
Grants Management Supervisor
Idaho Department of Law
Enforcement
P.O. Box 700
Meridian, Idaho 83680-0700
(208) 884-7042; (208) 884-7094-
fax

Illinois

Mr. Robert Taylor, Senior
Associate
Federal and State Grants Division
Illinois Criminal Justice
Information Authority
120 South Riverside Plaza, Suite
1016
Chicago, Illinois 60606
(312) 793-8550; (312) 793-8422-
fax

Indiana

Ms. Melissa Moland
Criminal Justice Institute
302 W. Washington Street
Room E-209
Indianapolis, Indiana 46204
(317) 232-1233; (317) 232-4979-
fax

Iowa

Ms. Rebecca Kinnamon
Program Coordinator
Governor's Alliance on Substance
Abuse
Lucas State Office Building
East 12th & Grand
Des Moines, Iowa 50319
(515) 242-6379; (515) 242-6390-
fax

Kansas

Ms. Juliene A. Maska
Victims' Rights Coordinator
Office of the Attorney General
2nd Floor Judicial Center
120 SW 10th Ave.
Topeka, Kansas 66612
(785) 296-2215; (785) 291-3875-
fax; (785) 296-6296

Kentucky

Ms. Donna Langley, Program
Coordinator
Division of Grants Management
Kentucky Justice Cabinet
403 Wapping Street
Bush Building, 2nd Floor
Frankfort, Kentucky 40601
(502) 564-3251 (502) 564-4840-
fax

Louisiana

Mr. Ronald Schulingkamp
Victim Services Program Manager
Louisiana Commission on Law
Enforcement
1885 Wooddale Boulevard
Room 708
Baton Rouge, Louisiana 70806-
1511
(225) 925-1757; (225) 925-1998-
fax

Maine

Mr. Peter Brough
STOP Grant Administrator
Maine Department of Public Safety
164 State House Station
Augusta, Maine 0433-0164
(207) 624-8756 (Direct Line)
(207) 624-8763; (207) 624-8768-
fax

Maryland

Ms. Pat Baker-Simon, VAWA
Coordinator
Governor's Office of Crime Control
& Prevention
300 East Joppa Road
Suite 1105
Towson, Maryland 21286-3016
(410) 321-3521 ext. 356; (410)
321-3116-fax

Massachusetts

Ms. Marilee Kenney Hunt, Director
VAWA Grant Program
Executive Office of Public Safety
Programs Division
(Massachusetts Committee on
Criminal Justice)
1 Ashburton Place, Suite 2110
Boston, MA 02108
(617) 727-6300; (617) 727-5356-
fax

Michigan

Ms. Deborah Cain
Executive Director
Family Independence Agency
235 South Grand Ave.
Suite 508
Lansing, Michigan 48933
(517) 335-6388-ph; (517) 241-
8903-fax

Minnesota

Ms. Rachel Bandy, Director
Domestic Violence & Sexual
Assault
Minnesota Center for Crime Victim
Services
245 East 6th Street
Suite 705
St. Paul, Minnesota 55101
(651) 282-6256; (651) 296-5787-
fax

Mississippi

Mr. Herbert Terry, Director
Office of Justice Programs
Division of Public Safety Planning

Mississippi Department of Public
Safety
P.O. Box 23039
Jackson, Mississippi 39225-3039
(601) 359-7880; (601) 359-7832-
fax

Missouri

Vicky Scott,
Victim Assistance Program
Specialist
Missouri Department of Public
Safety
P.O. Box 749

Jefferson City, Missouri 65102-0749
(573) 751-4905; (573) 751-5399-fax

Montana

Nancy Knight
Program Coordinator
Montana Board of Crime Control
3075 North Montana Avenue
(or PO Box 201408)
Helena, Montana 59620-1408
(406) 444-1995; (406) 444-4722-fax

Nebraska

LaVonna Evans
Federal Aide Administrator
Nebraska Commission on Law
Enforcement & Criminal Justice
P.O. Box 94946
301 Centennial Mall South
Lincoln, Nebraska 68509
(402) 471-2194; (402) 471-2837-fax

Nevada

Frankie Sue Del Papa
Attorney General
Office of the Attorney General
100 North Carson Street
Carson City, Nevada 89701-4717
(775) 684-1100; (702) 684-1108-fax

New Hampshire

Mark C. Thompson
Director of Administration
State of New Hampshire
Department of Justice
33 Capitol Street
Concord, New Hampshire 03301
(603) 271-1234; (603) 271-2110-fax

New Jersey

Theresa Martinac, Chief
Office of Victim-Witness
Advocacy
Division of Criminal Justice
Department of Law and Public
Safety
Hughes Justice Complex

P.O. Box 085
Trenton, NJ 08625
(609) 588-6475 (Direct Line)
(609)588-3175; (609) 588-7890-fax

New Mexico

Larry Tackman
Director
Crime Victims' Reparation
Commission
8100 Mountain Road, NE - Suite
106
Albuquerque, New Mexico 87110
(505) 841-9432; (505) 841-9437-fax

New York,

Margaret Chretien, Program
Coordinator
Office of Funding and Program
Assistance
New York State Division of
Criminal Justice Services
Executive Park Tower
Stuyvesant Plaza
Albany, New York 12203
(518) 485-9607; (518) 485-8357-fax

North Carolina

Barry Bryant, Administrator
Division of Governor's Crime
Commission
Department of Crime Control &
Public Safety
1201 Front Street
Raleigh, North Carolina 27609
(919) 733-4564; (919) 733-4625-fax

North Dakota

Mary Dasovick
Domestic Violence/Rape Crisis
Division of Maternal & Child
Health
Department of Health
600 East Boulevard
Bismarck, North Dakota 58505-0200
(701) 328-3340; (701) 328-1412-fax

Northern Mariana Islands

Harry C. Blanco, Executive
Director
Criminal Justice Planning Agency
P.O. Box 1133 CK
Fed.Ex.: CJPA, c/o Office of the
Governor, Capitol Hill
Saipan, Northern Mariana 96950
(670) 664-4550; (670) 664-4560-fax

Ohio

Stephanie Graubner
Nelson(Graubner@ocjs.state.oh.us)
VAWA Grants Coordinator
Office of Criminal Justice Services
400 East Town Street, Suite 300
Columbus, Ohio 43215
(614) 728-8738; (614) 466-0308-fax

Oklahoma

Louietta Jones
Director of Federal Programs
District Attorneys Council
2200 Classen Boulevard, Suite
1800
Oklahoma City, Oklahoma 73106
(405) 264-5008; (405) 264-5095-fax

Oregon

Renee Kim, Grants Coordinator
Criminal Justice Services Division
Department of State Police
400 Public Service Building
Salem, Oregon 97310
(503) 378-3725 ext. 4148
(503) 378-6993-fax

Pennsylvania

Michael Pennington, Manager
(THIS IS A CHANGE)
Victim Services Program
Commission on Crime &
Delinquency
P.O. Box 1167
Harrisburg, PA 17108-1167
(717) 783-0551 ext. 3031
(717) 772-4331-fax

Puerto Rico

Laura Ortiz

Project Coordinator
The Commission for Women's
Affairs
Box 11382
Fernandez Juncos Station
San Juan, Puerto Rico 00910
(FedEx: 151 San Francisco Street
Old San Juan, Puerto Rico
00901)
(787) 721-7676; (787) 723-3611-
fax

Rhode Island

Kirsten Martineau
Interim VAWA Coordinator
Governor's Justice Commission
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908
(401) 222-5349; (401) 222-1294-
fax

South Carolina

"BJ" (Barbara Jean) Nelson
Project Administrator
Department of Public Safety
Office of Safety and Grants
5400 Broad River Road
Columbia, SC 29210-4088
(803) 896-8712; (803) 896-8714-
fax

South Dakota

Susan Sheppick
Program Specialist
Domestic Abuse Programs
Department of Social Services
700 Governors Drive
Pierre, South Dakota 57501-2291
(605) 773-4330; (605) 773-6834-
fax

Tennessee

Terry Hewitt
STOP Coordinator
Office of Criminal Justice
Programs
Department of Finance &
Administration
312 Eight Avenue North
Suite 1200, William R. Snodgrass
Tennessee Tower

Nashville, TN 37243-1700
(615) 532-3355; (615) 532-2989-
fax

Texas

Amiee Snoddy
Program Coordinator
Criminal Justice Division
Office of the Governor
P.O. Box 12428
Austin, Texas 78711
(512) 463-1924 (Direct Line)
(512) 463-1936; (512) 475-2440-
fax

Utah

Christine Watters, Program
Manager
Utah Office of Crime Victims
Reparations
350 East 500 South
Salt Lake City, Utah 84111-3326
(801) 238-2360; (801) 533-4127-
fax

Vermont

Lori Hayes, Executive Director
The Vermont Center for Crime
Victims Services
103 South Main Street
Waterbury, Vermont 05671-2001
(802) 241-1251; (802) 251-1253-
fax
or: Charlie Teske, Grants Manager
(802) 241-1250

Virgin Islands

R. Maria Brady
Director of Victim Witness
Services
Office of the Governor
Law Enforcement Planning
Commission
8172 Sub Base, Suite #3
St. Thomas, Virgin Islands 00802-
5803
(340) 774-6400; (340) 776-3317-
fax

Virginia

Mandie Patterson
Chief, Victims Services Section
Department of Criminal Justice
Services
805 East Broad Street, 10th Floor
Richmond, Virginia 23219
(804) 786-3923; (804) 371-8981-
fax

Washington

Office of Crime Victims Advocacy-
Washington State Community,
Trade, and Economic Development.
Authorized Official: Mina
Apacible, Assit. Director # 360-
725-2900 or 800-822-1067
Anita Granbois/Pearl Gipson
VAWA Program Coordinator
Department of Community
Trade & Economic Development
906 Columbia Street, SW
P.O. Box 48300
Olympia, WA 98504-8300
(360) 753-4934; (360) 586-7176-
fax
anitag@cted.wa.gov

West Virginia

Tonia Thomas
Justice Program Administrator
Division of Criminal Justice
Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301
(304) 558-8814 ext. 216; (304)
558-0391-fax

Wisconsin

Kittie Smith
VAWA Program Specialist
Office of Justice Assistance
131 West Wilson Street, Suite 202
Madison, Wisconsin 53702-0001
(608) 261-8762; (608) 266-6676-
fax

Wyoming

Ms. Sharon Montagnino
Director of Victim Services
Office of the Attorney General

123 State Capitol Building
Cheyenne, Wyoming 82002
(307) 777-7841; (307) 777-6683-
fax

APPENDIX H

State Agencies Administering the Byrne Formula Grants Program

**State Offices Administering
The Edward Byrne Memorial State and Local Law Enforcement Assistance
Formula Grant Program**

ALABAMA

LeWayne Freeman, *Director*
Department of Economic and
Community Affairs
401 Adams Avenue,
P.O. Box 5690
Montgomery, AL 36103-5690

Contact: Jim Quinn

Phone: (334) 242-5890
Fax: (334) 242-0712

ARKANSAS

Jerry Duran, *Administrator*
Office of Intergovernmental
Services
Department of Finance and
Administration

1515 Building, Suite 417
P.O. Box 3278
Little Rock, AK 72203

Contact: Jerry Duran

Phone: (501) 682-1074
Fax: (501) 682-5206

ALASKA

Colonel Glenn Godfrey,
Director

Alaska State Troopers
5700 East Tudor Road
Anchorage, AK 99507

Contact: Catherine Katsel

Phone: (907) 269-5082
Fax: (907) 337-2059
pckatsel@psafety.state.ak.us

CALIFORNIA

Frank Grimes
Executive Director
Office of Criminal Justice
Planning
1130 K Street, Suite 300
Sacramento, California 95814

Contact: Jim Roth, Chief

Phone: (916) 324-9166

Fax: (916) 327-8714

ARIZONA

Rex M. Holgerson
Executive Director
Arizona Criminal Justice
Commission

1501 West Washington Street,
Suite 207
Phoenix, AZ 85007

Phone: (602) 542-1928

Fax: (602) 542-4852
acjc@goodnet.com(notify
before sending)

Contact: Joseph R. Farmer

Phone: (602) 542-1928

Fax: (602) 542-4852
acjc@goodnet.com(notify
before sending)

COLORADO

Carole Poole, *Acting Director*
Division of Criminal Justice
700 Kipling Street, 3rd Floor
Denver, CO 80215

Contact: Lance Clem

Phone: (303) 239-4442
Fax: (303) 239-4491
jinmann@aol.com

CONNECTICUT

Leonard F. D'Amico
Under Secretary
Office of Policy and
Management
450 Capitol Avenue, MS
#52CPD
P.O. Box 341441

Hartford, CT 06134-1441

Contact: Jack Bates

Phone: (860) 418-6210
Fax: (860) 418-6496

FLORIDA

Rosa M. Morgan, *Chief*
Department of Community

Affairs

2555 Shumard Oak Blvd.
Tallahassee, FL 32399

Contact: Clayton Wilder

Phone: (850) 488-8016
Fax: (850) 487-4414

DELAWARE

James Kane, *Director*
Criminal Justice Council
Carvel State Office Building
820 N. French Street, 4th FL
Wilmington, DE 19801

Contact: Cheryl Stallman

Phone: (302) 577-8695
Fax: (302) 577-3440

GEORGIA

Martha Gilland, *Director*
Criminal Justice Coordinating
Council

503 Oak Place, Suite 540
Atlanta, GA 30349

Contact: John T. Clower

Phone: (404) 559-4949
Fax: (404) 559-4960

DISTRICT OF COLUMBIA

Norman Dong, *Director*
Office of Grants Management
and Development
717 14th Street, N.W.
Suite 1200

Washington, D.C. 20005

Contact: Tanya Hatton

Phone: (202) 727-6537
Fax: (202) 727-1617

HAWAII

The Honorable Margery S.
Bronster, *Attorney General*
State of Hawaii
425 Queen Street, Room 221

Honolulu, HI 96813
Contact: Lari Koga
Phone: (808) 586-1151
Fax: (808) 586-1373

IDAHO

E.D. Strickfaden, *Acting Director*
Idaho Department of Law Enforcement
P.O. Box 700
Meridian, ID 83680-0700
Contact: Roberta Silva
Phone: (208) 884-7040
Fax: (208) 884-7094
rsilva@dle.state.id.us

IOWA

Dale R. Woolery
Acting Coordinator
Governor's Alliance on Substance Abuse
Lucas State Office Building,
2nd Floor
Des Moines, IA 50319
Contact: Dale R. Woolery
Phone: (515) 281-3788
Fax: (515) 242-6390

ILLINOIS

Candice M. Kane
Acting Executive Director
Illinois Criminal Justice Information Authority
120 S. Riverside Plaza
Suite 1016
Chicago, IL 60606
Contact: Robert Taylor
Phone: (312) 793-8550
Fax: (312) 793-8422

KANSAS

Barbara Tombs
Executive Director
Kansas Criminal Justice Coordinating Council
700 S.W. Jackson, Room 501
Topeka, KS 66603
Contact: Ronald McVeigh
Phone: (913) 296-0926
Fax: (913) 296-0927
rmcveigh@wvs.net

INDIANA

Catherine O'Connor
Executive Director
Indiana Criminal Justice Institute
302 W. Washington St., Rm E-209
Indianapolis, IN 46204
Contact: Doug Fowler
Phone: (317) 232-1230
Fax: (317) 232-4979

KENTUCKY

Kim Allen, *Director*
Justice Cabinet
Bush Building
403 Wapping Street, 2nd Floor
Frankfort, KY 40601
Contact: Debra McGovern
Phone: (502) 564-7554
Fax: (502) 564-4840

LOUISIANA

Michael Ranatza
Executive Director
Louisiana Commission on Law Enforcement
1885 Wooddale Blvd., Ste 708
Baton Rouge, LA 70806
Contact: Debbie Maggio
Phone: (504) 925-3513
Fax: (504) 925-1998

MAINE

Michael F. Kelly
Acting Commissioner
Department of Public Safety
State House Station 42
Augusta, ME 04333
Contact: David Giampetruzzi
Phone: (207) 877-8016
Fax: (207) 624-8768

MARYLAND

Michael A. Sarbanes
Executive Director
Governor's Office of Crime Control and Prevention
300 E. Joppa Road, Suite 1105
Baltimore, MD 21286-3016
Contact: Greg Leyko
Phone: (410) 321-3521
Fax: (410) 321-3116

MASSACHUSETTS

Mike O'Toole
Acting Executive Director
Massachusetts Committee on Criminal Justice
100 Cambridge St., RM 2100
Boston, MA 02202

Contact: Jane Zuroff
Phone: (617) 727-6300
Fax: (617) 727-5356

MICHIGAN

Darnell Jackson, *Director*
Office of Drug Control Policy
Michigan National Tower
124 W. Allegan, Suite 1200
Lansing, MI 48913
Contact: Ardith DaFoe
Phone: (517) 373-2952
Fax: (517) 373-2963

MINNESOTA

Mary Ellison
State Administrator
Minnesota Department of Children, Families and Learning
Office of Drug Policy and Violence Prevention
550 Cedar Street, Suite 409
St. Paul, MN 55101
Contact: Jeri Boisvert
Phone: (612) 296-0922
Fax: (612) 297-7313

MISSISSIPPI

Ron Sennett, *Interim Director*
Division of Public Safety Planning
Department of Public Safety
401 North West Street, 8th Flr
P.O. Box 23039
Jackson, MS 39225-3039
Contact: Joyce Word
Phone: (601) 359-7880
Fax: (601) 359-7832

NEBRASKA

Allen L. Curtis
Executive Director
Nebraska Commission on Law Enforcement & Criminal Justice
301 Centennial Mall South,
5th Floor
P.O. Box 94946
Lincoln, Nebraska 68509
Contact: Nancy Steeves
Phone: (402) 471-3416
Fax: (402) 471-2837

MISSOURI

Gary B. Kempker, *Director*
Missouri Department of Public Safety
Truman State Office Building
Room 870, P.O. Box 749
Jefferson City, MO 65102-0749

Contact: Pete Fleishman

Phone: (573) 751-4905

Fax: (573) 751-5399

NEVADA

John Drew, *Director*
Department of Motor Vehicles
and Public Safety
555 Wright Way
Carson City, NV 89711-0900

Contact: Sandra Mazy

Phone: (702) 687-5282

Fax: (702) 687-8798

MONTANA

Gene Kiser, *Executive Director*
Montana Board of Crime
Control

303 North Roberts

Scott Hart Bldg.

Helena, MT 59620

Contact: Cathy Kendall

Phone: (406) 444-3604

Fax: (406) 444-4722

NEW HAMPSHIRE

Mark C. Thompson
Director of Administration
Office of the Attorney General
33 Capitol Street

Concord, NH 03301

Contact: Gale Dean

Phone: (603) 271-7987

Fax: (603) 271-2110

NEW JERSEY

Paul H. Zoubek, *Director*
Division of Criminal Justice
Department of Law and Public
Safety

25 Market Street

CN 085

Trenton, NJ 08625-0085

Contact: Dennis O'Hara

Phone: (609) 292-5939

Fax: (609) 292-1451

NORTH CAROLINA

Mr. Robin L. Lubitz, *Director*
Governor's Crime Commission
3824 Barrett Drive, Suite 100
Raleigh, NC 27609

Contact: Craig Turner

Phone: (919) 773-4564

Fax: (919) 571-4745

NEW MEXICO

Darren P. White
Cabinet Secretary
Department of Public Safety
P.O. Box 1628

Santa Fe, New Mexico 87504

Contact: Donna Farrell

Phone: (505) 827-3420

Fax: (505) 827-3398

NORTH DAKOTA

William Broer, Jr., *Director*

Bureau of Criminal

Investigation

Attorney General's Office

P.O. Box 1054

Bismarck, ND 58502

Contact: Tammy Becker

Phone: (701) 328-5500

Fax: (701) 328-5510

NEW YORK

Katherine Lapp, *Commissioner*

New York State Division of

Criminal Justice Services

Executive Park Tower

Stuyvesant Plaza

Albany, NY 12203-3764

Contact: Gary Schreivogl

Phone: (518) 457-8462

Fax: (518) 457-1186

OHIO

John Bender, *Director*

Governor's Office of Criminal

Justice Services

400 East Town Street, Ste 120

Columbus, OH 43215

Contact: Suzanne Webb

Phone: (614) 466-7782

Fax: (614) 466-0308

OKLAHOMA

Suzanne McClain Atwood

Executive Coordinator

District Attorneys Training &

Coordination Council

2200 Classen Blvd., Ste 1800

Oklahoma City, OK 73106-

5811

Contact: Lou Jones

Phone: (405) 557-6707

Fax: (405) 524-0581

PUERTO RICO

The Honorable José A. Fuentes
Agostini

Attorney General

Department of Justice

Commonwealth of Puerto Rico

P.O. Box 9020192

San Juan, Puerto Rico 00902-

0192

Contact: Luis M. Gonzalez-

Javier

Phone: (787) 725-0335

Fax: (787) 725-6144

OREGON

Beverlee Venell, *Director*
Oregon Department of State
Police

Criminal Justice Services
Division

400 Public Service Building

Salem, OR 97310

Contact: Beverlee Venell

Phone: (503) 378-3720

Fax: (503) 378-6993

RHODE ISLAND

Joseph E. Smith

Executive Director

Governor's Justice Commission

One Capitol Hill, 4th Floor

Providence, RI 02908-5803

Contact: David LeDoux

Phone: (401) 277-2620

Fax: (401) 277-1294

PENNSYLVANIA

James Thomas

Executive Director

Pennsylvania Commission on

Crime and Delinquency

P.O. Box 1167, Federal Square

Station

Harrisburg, PA 17108-1167

Contact: Bob Donovan

Phone: (717) 787-8559 ext.

3064

Fax: (717) 783-7713

SOUTH CAROLINA

Burke Fitzpatrick

Administrator

Office of Safety and Grants

Department of Public Safety

5400 Broad River Road

Columbia, SC 29210-4088

Contact: Ginger P. Dukes

Phone: (803) 896-8706

Fax: (803) 896-8714

SOUTH DAKOTA

James D. Hagen

Chief of Staff

Attorney General's Task Force

on Drugs

State Capitol Building

500 E. Capitol Avenue

Pierre, SD 57501-5070

Contact: Wanda L. Fergen

Phone: (605) 773-6313

Fax: (605) 773-6471

UTAH

S. Camille Anthony

Executive Director

Commission on Criminal and Juvenile Justice
State Capitol Building, Rm 101
Salt Lake City, UT 84114
Contact: Marvin Dodge
Phone: (801) 538-1031
Fax: (801) 538-1024

TENNESSEE

Patricia B. Dishman, *Director*
Office of Criminal Justice Programs
Department of Finance and Administration
1400 Andrew Jackson Building
500 Deaderick Street
Nashville, TN 37243-1700
Contact: Patricia Dishman
Phone: (615) 741-8277
Fax: (615) 532-2989

VERMONT

James Walton, Jr.
Commissioner
Vermont Department of Public Safety
Waterbury State Complex
103 S. Main Street
Waterbury, VT 05676-0850
Contact: Capt. Donald Ravenna
Phone: (802) 244-8781
Fax: (802) 244-1106

TEXAS

Richard Nedelkoff
Executive Director
Criminal Justice Division
Office of the Governor
P.O. Box 12428, Capitol Station
Austin, TX 78711
Contact: Robert J. Bodisch, SR.
Phone: (512) 463-1806
Fax: (512) 475-2440

VIRGINIA

Joseph B. Bendetti, *Director*
Department of Criminal Justice Services
805 East Broad Street, 10th Flr
Richmond, VA 23219
Contact: Joe Marshall
Phone: (804) 786-1577
Fax: (804) 371-8981

VIRGIN ISLANDS

Ramon S. Davila
Police Commissioner/Drug Policy Advisor
Virgin Islands Law

Enforcement Planning Commission
8172 Sub Base, Suite 3
St. Thomas, Virgin Islands 00802
Contact: Helene Smollett
Phone: (809) 774-6400
Fax: (809) 776-3317

WISCONSIN

Jerry Baumbach *Director*
Wisconsin Office of Justice Assistance
222 State Street, Second Floor
Madison, Wisconsin 53702
Contact: Raymond J. Luick
Phone: (608) 266-7282
Fax: (608) 266-6676

WASHINGTON

Steve Wells
Assistant Director
Washington State Department of Community, Trade & Economic Development
906 Columbia Street, S.W.
P.O. Box 48300
Olympia, WA 98504
Contact: Paul Perz
Phone: (360) 586-8411
Fax: (360) 586-0489

WYOMING

Thomas J. Pagel, *Director*
Division of Criminal Investigation
316 West 22nd Street
Cheyenne, Wyoming 82002
Contact: Jennifer Wroe
Phone: (307) 777-7181
Fax: (307) 777-7252

WEST VIRGINIA

James M. Albert, *Director*
Office of Criminal Justice & Highway Safety
Department of Military Affairs & Public Safety
1204 Kanawha Blvd., East
Charleston, W. VA 25301
Contact: Melissa Crawford
Phone: (304) 558-8814
Fax: (304) 558-0391

AMERICAN SAMOA

La'auli A. Filoiali'i, *Director*
Criminal Justice Planning Agency
American Samoa Government Executive Office Bldg., 3rd Floor

Pago Pago, American Samoa 96799
Contact: Craig Keener
Phone: (9) (011) 684-633-5221
Fax: (9) (011) 684-633-7894

COMMONWEALTH, NO. MARIANA ISLANDS

Harry Blanco
Executive Director
Criminal Justice Planning Agency
Commonwealth of the Northern Mariana Islands
Office of the Governor
Saipan, MP 96950
Contact: Harry Blanco
Phone: (9) (011) 670-664-4550
Fax: (9) (011) 670-664-4560
jack.ogumoro@saipan.com

GUAM

Clifford A. Guzman
Acting Director
Bureau of Planning
Governor's Office
P.O. Box 2950
Agana, Guam 96910
Contact: Miki Leon Guerrero
Phone: (9) (011) 671-472-4201/4202
Fax: (9) (011) 671-477-1812

